



IMMEDIATE NEED REQUEST
2021-22

Requested by: (Unit, Department, Division or Vice President)			Date to VP:
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Facilities M&O		Date to Cabinet: 11.23.2021
Division:			Outcome:
Vice President:	Morris Rodrigue		

Budget Request(s) (List in Priority Order)	Justification for Request(s) <i>An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.</i>	Funds Requested **			Funding
		Amount	One-time	Ongoing	Approved
1. Lead Electrician CSEA 651	Recommended Range 83 (Previously Range 76. Annual difference of \$5,881.80) Classification reviewed job description and determined that the classification was missing key essential functions that were being performed in day-to-day operations In addition to overall updates and standardization to the job description, the Lead Electrician has been responsible for monitoring, updating, correcting, and responding to the College fire alarms. This position has become first point of contact regarding the fire alarms on campus and after a market study, it is the recommendation to update the job description and adjust the salary recognizing the broadened scope of responsibility.			\$5,882.00	
Account Number(s):					
2.					
Account Number(s):					

** *Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.*